

County of Orange Department of Fire & EMS Employee Performance Evaluation Company Officer

Name:		Employee #:		
Hire Date:	Period Covered:	From:	To:	
Select the numbers wh		propriate value t sal of the indivi	to the tasks listed below. dual's performance and place ments are encouraged for each	
5-Exceptional 4-Above Satisfactory 3-Satisfactory 2-Below Satisfactory 1-Unsatisfactory N/A–Not Applicable				
	<u>LEADERSHII</u>	ABILITY		
their questions in The individual's k policies and proce Assures that all sta Is able to provide accordance with C	cnowledge is current with rest edures. aff reports are turned in com- guidance for corrective action DEMS regulations and the de- reviews are performed on all	spect to both depute plete, accurate a proper to assure proper partment's qual	partmental and county and on time. her report submission in ity assurance plan.	
Creates a proactiv Effectively manag Acknowledges are corrective measur	e environment among team. ges subordinates and delegate eas of weakness in the divisions.	on and provides	constructive suggestions for	
	empany level decisions with anage the operational aspect	-	<u> </u>	

Orange County Policy 2.3 [pg. 48]

Comments:

Initials___

COMMITMENT TO DEPARTMENTAL GOALS, PROGRAMS AND OBJECTIVES

 Works with supervisor(s) and co-workers in planning and building an effective team. Is willing to obey instructions of superiors. Follows the chain of command. Is tactful when raising objections to orders. Does not openly object to orders or criticize the county, department, or superiors in the presence of the public or subordinates.
 Is willing to accept unpleasant assignments. Accepts and implements change to improve the effectiveness of the department. Work time is directed toward the needs of the citizens, subordinates and the department.
Comments:
RESPONSE TO CALLS
Response is made within department response guidelines. Radio transmissions are clear, concise, and courteous. Proactively responds to calls for the purpose of supervision and quality assurance. Provides direction and supervision on critical calls as needed. Proper radio procedures are followed.
Comments:
SAFETY AND WORKPLACE ENVIRONMENT
Provides a safe and non-threatening work environment. Assures that appropriate safety equipment is worn/used in the work place. Takes immediate action to prevent incidences of unsafe or hostile work conditions. Assures the safe operation of all department equipment and vehicle's. Assures that any work related injury is reported and documented in accordance with policy.
Comments:
PERFORMANCE ON CALLS
Assures compliance with department medical SOG's through QA review and personal observation. Promotes a customer oriented environment when dealing with the public. Adheres to department policies while on fire scenes. Promotes positive interaction with other agencies. Assures compliance with the county transport policy.

Orange County Policy 2.3 [pg. 49] **Comments:** Initials INITIATIVE, ATTITUDE, DEPENDABILITY ___ Takes initiative to solve day-to-day issues. Meets deadlines and schedules. ____ Has a positive attitude and demeanor. ____ Does not complain about work or work assignments. Requires minimal supervision to function at the company officer level. ___ Follows instructions. Performs tasks as directed. **Comments:** PERFORMANCE UNDER STRESSFUL, UNUSUAL OR EMERGENCY CONDITIONS ____ When under unusual circumstances, no serious deviations from expected performance are demonstrated. Encourages self-reporting as appropriate. ___ Composure is maintained under stress. Handles difficult situations in a very confident and professional manner. ____ Uses good judgment by evaluating all reasonable options available. **Comments:** EXTERNAL PUBLIC RELATIONS No verbal abuse of citizens. ___ Courtesy is demonstrated at all times to all people. ____ Works well with other departments and agencies. **Comments:** INTERNAL COMMUNICATION AND COOPERATION Problems which occur in the work place relationships are promptly resolved. Readily assists subordinates to resolve problems in a supportive manner. Trains, guides, and mentors less experienced personnel.

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REPORT PREPARATION, SUBMISSION AND PRESENTATION

Reports are submitted on time.
Field notes are used and maintained to document performance and guide future employed
evaluations.
Fire, EMS, and department reports are legible, concise, and grammatically correct
containing all required information.
Reports and information are rarely returned for correction.
Reports contain all applicable paperwork, and attachments as necessary.
Comments:
USE, CARE AND MAINTENANCE OF EQUIPMENT
Assures:
Vehicles are not abused through poor driving habits.
Equipment is not lost or damaged due to carelessness.
Specified operating and safety procedures are followed in the use and maintenance of
specialized equipment.
Department vehicles are kept clean and serviced.
Equipment is kept clean, well taken care of, and always in working condition.Work area is kept clean and organized.
Comments:
COMPLIANCE TO POLICIES, PROCEDURES AND REGULATIONS
All county and department policies, general orders, procedures, etc., are followed as
directed or exceptions are approved by supervisor.
Sick leave is not abused.
Leave time is used only as authorized or specified.
Does not report late for assigned work.
Comments:

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PHYSICAL CONDITION AND APPEARANCE

Uniform and equipment are well kept and pride is taken in appearance. Assures compliance with department uniform policy.
 All physical standards set by the department are met. Corrective measures recommended by physician or other designated health representative are followed in a timely manner.
Complies with all requests made by the department designated infection control officer and attends yearly mandatory infection control training. (date)
Comments:
PROMOTION OF DEPARTMENTAL GOALS, PROGRAMS AND ACTIVITIES
Is an active participant in goal setting, project planning and needs assessment of the
department. Supports and responds to the department's goals, programs, and activities.
Communicates the department's needs, plans, and goals to subordinates.
Clearly communicates and assures that work activities/objectives are understood by
subordinates, implemented as scheduled and produce the intended results.
Creative and innovative ideas are encouraged from subordinates and advanced whenever
possible.
Comments:
TRAINING AND EVALUATION OF PERSONNEL
New employees receive complete orientation, on-the-job training plus continuing feedback on performance.
Evaluations and counseling of employees are done on an objective basis.
Accomplishments are recognized and employee is suitably commended.
Unsatisfactory performance is called to the attention of employee, documented and
corrective action taken.
All employees are given equal opportunity to train for both improved job skill levels and
promotional positions. Employee evaluations are performed on time assuring that documentation exists for the
period that is being evaluated.

Comments:

Initials	_
PERSONNEL ASSIGNMENT AND SUPERVISION	
 Assignments are made in a fair and impartial manner considering the needs of the department and the capabilities of the employee. Subordinates understand instructions and job assignments. Problems or deviations arising in established schedules, procedures and work activities a promptly confronted and corrected. The Operations Chief is provided with periodic feedback on employee performance. 	ıre
Discipline is handled in accordance with department and county personnel policies. Compliance with the department standard of professionalism is achieved. Assures that manpower is scheduled in order to meet the needs of the department. Limits avoidable overtime use.	
Assures work records are accurate and complete and that all supplemental documentatio attached and correct prior to submission. Submits work records on time.	n is
Comments:	
<u>CORE VALUES:</u> Assign a numeric to each value, then list examples or actions that demonstrate how the employee embodies each core value. Complete all sections.	
Integrity: Employee's actions are guided by ethical and honest conduct.	
Leadership: Employee is an example to others.	
Service: Employee is responsive and service-oriented to meet customer needs.	
Comments:	

	Initials
CALCULATION OF RATING	
A. TOTAL SCORES B. NUMBER OF CATEGORIES C. RATING DETERMINATION (A/B)	
Development and growth potential: Include comments on employee's major strengths, and accomplishments made during period and development achieved since the last performance evaluation.	g this review
Completed goals and objectives: Review the results of goals and objectives completed within this performance cycle.	
New goals and objectives: List the objectives to be accomplished within the next performance cycle. Arrange in priority.	ı order of
Additional comments by Rating Official:	
Comments by Rated Employee:	

	Initials
By my signature, I acknowledge that I hav that I may respond in writing if I disagree	re received this performance evaluation. I understand with any part of this evaluation.
Employee:	Date:
Rating Official:	Date:
Operations Chief:	Date:
Chief:	Date:
Merit Pay Increase (if any) \$	
Approved by County Administrator:	Date: